

**DEPARTMENT OF STATE**

**BUREAU FOR INTERNATIONAL NARCOTICS AND LAW ENFORCEMENT AFFAIRS  
THE UNITED STATES EMBASSY BOGOTA, COLOMBIA**

**REQUEST FOR PROJECT PROPOSALS**

**FUNDING TITLE: Administer INL Resources in Support of DARE Program**

**ANNOUNCEMENT TYPE: Grant or Cooperative Agreement**

**CFDA Number:**

**SUBMISSION DEADLINE: October 17, 2013**

**Amount of Award:** The maximum award amount is \$152,000.

The Project Duration shall be no more than twelve (12) months. This activity may be extended for another year based on recipient's good performance, INL priorities, funding availability and a timely request is made at a minimum of 60 days prior to the expiration of the grant award.

**Anticipated Award Date: November 1, 2013**

**APPLICANT ELIGIBILITY**

- 1) Applicants must be a registered non-profit organization (NGO) based in Colombia.
- 2) From "international organizations" as defined by 22 U.S.C. § 288, that meet the minimum eligibility criteria; and
- 3) Applicants must have a unique DUNS number (and registered in the Central Contractor Register system to qualify to receive a federal assistance award (<https://www.dnb.gov/>)).
- 4) Preference given to organizations whose mission involves the drug demand prevention or culture of lawfulness and/or has experience in conducting these type of programs.

**PURPOSE OF PROGRAM**

The purpose of this grant is to administer and manage the U.S. Embassy INL Section resources used in support of the DARE program, run by the Colombian National Police. Applicants from qualified organizations would collaboratively plan and carry out procurement, reporting, and monitoring activities for the drug demand prevention activities which promote awareness of the damage caused by illicit drugs under this program. The items to be procured for this year have already been determined by the program coordinators (see attached).

**INTRODUCTION**

The mission of the State Department's Bureau of International Narcotics and Law Enforcement Affairs (INL) is to minimize the impact of international crime and illegal drugs on the United States, its citizens, and partner nations by providing effective foreign assistance and fostering global cooperation.

INL combines forces with other USG and international agencies and takes a regional approach to widespread problems. INL also encourages more developed governments to take responsibility as equal partners in global

efforts to combat transnational crime, include drug trafficking. The Bureau's priority programs support three inter-related objectives:

- **COUNTER-NARCOTICS:** Disrupt the overseas production and trafficking of illicit drugs through targeted counternarcotics and institution-building assistance and coordination with foreign nations and international organizations,
- **BUILDING CRIMINAL JUSTICE SYSTEMS:** Institutionalize rule of law by developing and expanding criminal justice systems to strengthen partner country law enforcement and judicial effectiveness, foster cooperation in legal affairs, and advance respect for human rights; and
- **TRANSNATIONAL CRIME:** Minimize the impact of transnational crime and criminal networks on the U.S. and its allies through enhanced international cooperation and foreign assistance.

## **BACKGROUND**

INL's Drug Demand Prevention (DDP) programs support governmental and non-governmental initiatives in Colombia to reduce drug demand thereby improving the lives of youth and vulnerable populations.

In 2009, the study of Drugs Consumption concluded that Colombia is not just a producer of drugs; it has also become a consumer of drugs. The 2008 National Household Drug Consumption Survey showed that 9.1% of Colombians have consumed an illegal drug at least once in their lifetime. Various other accounts point to an increase in drug consumption, especially in the consumption of synthetic drugs.

The experience gained in the fight against drugs has generated a number of lessons. Studies have proven that it is more economical to prevent a phenomenon than intervene once it has begun. This lesson has been integrated into the Government of Colombia's strategy against narcotics. The Anti-narcotics Directorate (DIRAN) of the Colombian National Police has been leading the "Educación para la Resistencia al uso y abuso de las drogas y la violencia" (Drug Abuse Resistance Education - DARE) program since 1997 in Colombia. The program, which addresses children, youth, teachers, and parents, seeks to educate its audiences on not only the negative aspects of drug use but on life skills/values such as: decision making, friendship selection, and reinforcing moral values. Classes are taught by trained DIRAN officers. The presence of DARE officers not only helps to reduce drug consumption – it also strengthens state presence in remote areas and provides security within vulnerable schools and communities.

INL Bogota provided the initial training to the DARE program before it was implemented in Colombia and has assisted in expanding the program to all 32 departments in Colombia. DARE has trained over 1500 instructors; there are currently 280 active instructors. Over 2'226,421 kids have graduated from the program since 1997. INL's DDP continues to support the DARE program.

## **PROJECT OVERVIEW**

### **Themes And Activities**

INL invites organization(s) to submit proposals that will address the following:\*

- I. Administer financial cooperation resources for the INL section to the Colombian National Police, Drug Awareness DARE program from DIRAN during a period of no more than one year for an amount of USD\$152,000.00. This is the approved budget and can only be changed by the INL Bogota Grants Officer.

- II. To make the purchases detailed by DDP INL Bogota that are required by the DARE program to support activities and objectives using best pricing and resource management practices to procure and administer the items listed in the attached documents.

\*\*\*DIRAN will maintain responsibility for the actual delivery of the program (classroom lessons). DIRAN will provide the source information to the grantee on purchases and travel requests and have access to provide input in the quarterly reports.\*\*\*

### **Mandatory Activity**

The awarded grantee will purchase the material, arrange transportation, and reconcile financials as well as provide quarterly reporting.

Applicant Responsibilities:

- Purchase of commodities and services for DARE program as per attached chart.
- Procurement of products in a transparent manner managing US Government funds appropriately.
- Be able to monitor the goods and services contracted under this grant.
- Provide timely reporting on all milestones and financial aspects.
- Be timely in the delivery of the program per the milestones in the project.
- Additional activities proposed by the NGO to complement the DARE program can be considered a plus.

### **OTHER EXAMPLES**

Complement the DARE program in any of their activities

**IMPACT ASSESSMENT:** One (1) impact assessment per activity.

### **SUBMISSION INFORMATION**

This RFA is limited to organizations based in Colombia. INL will not fund projects related to partisan political activity, charitable activity and humanitarian aid, fundraising campaigns, commercial projects, those involving individuals not affiliated with an organization that can provide sustainability to the project, and those that duplicate existing projects.

Proposals should be submitted in English, or be accompanied by an English translation. (Applications with a computer-based English translation will not be accepted.) Proposals must include a project narrative, short descriptions of past relevant projects, and a detailed budget. Supporting documents may be in Spanish.

**Organizations must fill out and submit SF-424, SF-424A, and SF-424B forms as directed on [www.grants.gov](http://www.grants.gov).**

### **PROPOSAL TEMPLATE**

Proposals that do not meet the technical requirements of the announcement may not be considered. *An organization may submit only one proposal.* Proposals shall be submitted in ENGLISH and submissions with a computer-based English translation will NOT be accepted and deemed technically ineligible. Proposals that request less than the award floor or more than the award ceiling will be deemed technically ineligible.

For all application documents, please ensure:

- 1) All pages are numbered, including budgets and attachments,
- 2) All documents are formatted to 8 ½ x 11 paper, and
- 3) All Microsoft Word documents are single-spaced, 12 point Times New Roman font, with a minimum of 1-inch margins.

Complete applications should include the following for proposal submission:

- 1) Completed and signed SF-424, SF-424a and SF424b, as directed on grants.gov.
- 2) Table of Contents that includes a page numbered contents page, including any attachments.
- 3) Executive Summary that includes:
  - A. Name of organization
  - B. Contact information (headquarters and in-country)
  - C. Point of contact, titles
  - D. Project title
  - E. Proposed period of activity
  - F. Total dollar amount of project – including the breakdown of the dollar amount requested from the specific Bureau/Office, the dollar amount provided through other sources, and the dollar amount of any in-kind contributions
  - G. Brief project description – in one succinct paragraph, describe the problem and how it will be addressed. Also state the goal(s), expected results and intended impact of the project.

#### 4) Proposal Narrative

Submissions should address the specific criteria outlined in the solicitation, which may include:

- a) Demonstrated Program Planning. The program plan should clearly describe the proposed objectives and activities, demonstrating clear linkages between activities and objectives.
- b) Institution's Record and Capacity. The organization should briefly describe any experience it has in the target countries and/or similar experience elsewhere, as well as specific and relevant program successes which demonstrate the organization's record and capacity. Given the page limitations, it is recommended applicants avoid including general organizational history.

5) Budget Narrative (preferably in Microsoft Word) that includes an explanation/justification for each line item in the detailed budget spreadsheet, as well as the source and description of all cost-share offered. For ease of review, it is recommended that applicants order the budget narrative as presented in the detailed budget. Personnel costs should include a clarification on the roles and responsibilities of key staff. In addition, it is recommended that budget narratives address the overall cost-effectiveness of the proposal, including any cost-share offered (see below for more information on cost-sharing and cost-effectiveness). For more information, see Budget Guidelines below.

6) The grantee will purchase the items in the attached chart. (in Microsoft Excel or similar spreadsheet format) that delineates funds requested from INL and any cost-share. Costs must be in U.S. Dollars.

7) Attachments (not to exceed seven [7] pages total, preferably in Microsoft Word) that include the following in order:

- a) Monitoring and Evaluation Plan (see below for more information on this section).
- b) Short bios of key program personnel that highlight relevant professional experience.
- c) Timeline of the overall proposal. Components should include activities, evaluation efforts, and program closeout.

d) Any other information you feel is pertinent – Memorandums of Understanding/Agreement; letters of support; etc

8) If your organization has a negotiated indirect cost rate agreement (NICRA) and includes NICRA charges in the budget, your latest NICRA should be sent as a .pdf file. This document will not be reviewed by the panelists, but rather used by program and grant staff if the submission is recommended for funding. Hence, this document does not count against the submission page limitations. If your proposal involves sub-grants to organizations charging indirect costs, and those organizations also have a NICRA, please submit the applicable NICRA as a .pdf file.

## MONITORING AND EVALUATION

The key to a successful Results-Oriented Monitoring and Assessment (ROMA) Plan is to ensure that implementers focus on RESULTS of their projects, beyond simple activities. Applicants should carefully consider the activities they plan to carry out in order to identify specific project objectives and indicators to measure progress towards achieving those objectives. This information – project-specific objectives, indicators, and activities make up the Project ROMA. Award recipients will be required to report quarterly on their agreed-upon indicators, providing narrative assessment of progress and flagging any issues affecting performance. Award recipients and INL Section Colombia project officers will confer regarding any potential actions that might be needed as the project proceeds with the goal of enhancing performance over the life of the project.

**Objectives and Indicators** – Outline the objectives for the project and highlight the key indicators proposed to measure progress toward each objective. The types and the number of indicators will vary depending on the project design.

**Indicator:** Quantitative or qualitative variable that provides reliable means to measure a particular phenomenon or attribute. They are measures used to determine the extent to which expected accomplishments have been achieved. Indicators refer to the information needed to help determine progress toward project goals and objectives. There are no absolute principles about what makes a good indicator, however the SMART characteristics listed below are useful:

- *Specific* – indicators need to be specific and relate to changes in conditions of beneficiaries that can reasonably be attributed to, or be credibly associated with, the project;
- *Measurable* – both quality and quantity indicators are useful – quantifiable indicators, to the extent that they are appropriate and available are preferred because they are precise and can in some cases be aggregated;
- *Achievable and attainable* – the indicator (information) must be attainable within the timeframe of the project and at reasonable cost;
- *Realistic and relevant* – indicators should be relevant to the management information needs of stakeholders who will use the data;
- *Time bound* – indicator that provides information on the timeframe, within which accomplishments need to be achieved.

### Types of indicators:

- **Inputs:** Resources provided for program implementation. Examples are money, staff, time, facilities, equipment, etc.  
Example of Input Indicator: 5 Culture of Lawfulness sessions conducted in schools targeting a total of 2,000 students.
- **Outputs:** The products, goods, and services which result from an intervention.  
Example of Output Indicator: 2,000 students complete 20 hours of Culture of Lawfulness education.
- **Outcome:** A result or effect that is caused by or attributable to the project, program, or policy.  
Outcome is often used to refer to more immediate and intended effects. Related terms: result, effect.

Example of Outcome Indicator: 75% of children enrolled in school demonstrate a 50% knowledge gain on lawful behavior and responsibility, as demonstrated in pre- and post-test scores.

- **Impact:** A result or effect that is caused by or attributable to a project or program. Impact is often used to refer to higher level effects of a program that occurs in the medium or long-term, and can be intended or unintended and positive or negative.

Example of an Impact Indicator: Rate of reported behavior problems decreases by 30% (baseline 40% - target 10%).

Outcome and impact indicators are the strongest measurement of a program's effect on beneficiaries. INL Section Colombia suggests focusing on outcome and impact indicators where possible, although, depending on the situation or program, it may only be feasible to measure impact over multiple years. **Each objective should have at least one measurable outcome or impact indicator.**

Complete proposals will include a detailed plan on how the project's impact and effectiveness will be monitored and evaluated throughout the project.

Successful monitoring and evaluation depend on the following:

- setting objectives that are clear, specific, attainable, measurable, results-focused, and placed in a reasonable time frame;
- linking program activities to stated objectives;
- developing key performance indicators that measure realistic progress towards the objectives.

Applicants should include a clear description of the methodology and data collection strategies/tools to be employed (e.g. pre- and post-surveys, interviews, focus groups). Organizations should be able to track participant training responses, including changes in attitudes, information learned, and effects of the program on participant institutions.

Award recipients will be required to provide reports with an analysis and summary of their findings, both quantitative and qualitative, in their regular program reports.

ROMA Template

Objective	Input	Output	Outcome	Impact
Provide satisfactory assistance to participants	3500 satisfaction surveys administered to participants	3200 satisfaction surveys completed by participants	85% of participants extremely satisfied; 15% moderately satisfied; etc	Participants in events have the tools they need to be successful in the program and not worry about logistics.

**ALL SUBMISSIONS MUST BE FORWARDED TO THE FOLLOWING U.S. EMBASSY CONTACT BY October 17, 2013:**

U.S. Embassy, International Narcotics and Law Enforcement Affairs  
Carrera 45 No. 24B-27  
Bogota, Colombia  
Email: perezkm2@state.gov and paeza@state.gov  
Contact Persons: Kimberly Perez and/or Alexandra Paez L

Please retain a time stamped copy of the proposal at the time submitted to ensure that you retain evidence that the grant was submitted ahead of the deadline. Proposals are requested at the earliest and applicants are requested not to wait for the deadline prior to submission. Grant application forms are attached. If you have additional questions or need consultation on your project proposal, please contact INL through the emails above.

## **REVIEW PROCESS**

Proposals should contain clearly formulated goals and target groups, and show the ability of the applying organization to carry out the project aims. The proposal must contain a section explaining how the impact of the project will be evaluated. While lack of sustainability will not disqualify a project from selection, projects that are sustainable and create lasting positive effects will be evaluated based on the Review Criteria as listed below.

The U.S. Embassy shall review all proposals for eligibility. Eligible proposals will be subject to compliance of Federal and Bureau regulations and guidelines and may also be reviewed by the Office of the Legal Adviser or by other Department elements. Final technical authority for assistance awards resides with INL's Grants Division. INL reserves the right to request any additional programmatic and/or financial information regarding the proposal. Panelists may make conditions and recommendations on any given proposal in order to enhance the proposed program.

Proposals will be funded based on an evaluation of how the proposal meets the solicitation review criteria, U.S. foreign policy objectives, and the priority needs of INL. A State Department Review Committee will evaluate proposals submitted under this request. Proposals will be scored based on the applicants response to each Review Criteria listed below. Review criteria will include:

### **1) Quality of Ideas/Program Plan ( 10%)**

Proposals should be responsive to the solicitation and exhibit originality, substance, precision, and relevance to the Bureau's/INL' mission.

### **2) Program Planning/Ability to Achieve Objectives (40%)**

A relevant work plan should demonstrate substantive undertakings and logistical capacity of the organization. The work plan should adhere to the program overview and guidelines described above. Objectives should be ambitious, yet measurable and achievable. For complete proposals, applicants must provide a monthly timeline of project activities.

### **3) Program Evaluation Plan (20%)**

Programs should demonstrate the capacity for engaging in impact assessments and providing objectives with measurable outputs and outcomes.

### **4) Institution's Record and Capacity (30%)**

The Bureau/INL will consider the past performance of prior recipients and the demonstrated potential of new applicants. Proposals should demonstrate an institutional record of successful programs, including responsible fiscal management and full compliance with all reporting requirements. Proposed personnel and institutional resources should be adequate and appropriate to achieve the project objectives. Roles and responsibilities of primary staff should be provided.

### **5) Cost Effectiveness (Acceptable or Not Acceptable)**

The overhead and administrative components of the proposal, including salaries and honoraria, should be kept as low as possible. All other items should be necessary and appropriate. Cost sharing is strongly encouraged but not required. (NOTE: In reviewing similar projects, the Review Panel will evaluate proposals that request lower budgets based on the Review Criteria of Cost Effectiveness).

## **REPORTING REQUIREMENTS**

Recipients **MUST** submit quarterly financial and performance progress reports in English. Reports are required as a means of evaluating the recipient's progress and utilization of resources. They are divided between a performance progress report and a financial status report.

A performance progress report compares actual to planned performance and indicates the progress made in accomplishing each assistance award task. The report should include relevant details for assessing the status of performance (i.e., a brief, factual summary description of the progress made). The performance progress reports must be accompanied by the *Performance Progress Report (SF-PPR)* Coversheet, Page 1.

Financial status reports provide a means of monitoring expenditures and comparing costs incurred with progress. Recipients must utilize the SF-425 *Federal Financial Report*, to report the status of funds for all non-construction projects or programs.

A copy of all quarterly financial and performance progress reports shall be emailed to the Grants Officer and the Grants Officer Representative as listed in the Grant/Cooperative Agreement, once awarded. Quarterly reports with a computer-based English translation will not be accepted.

Please note: It is the Department of State's policy that English is the official language of all documents. If quarterly reports are provided in both English and a foreign language, it must be stated in each version that the English language version is the controlling version.

## **IMPORTANT INFORMATION TO APPLICANTS**

The information contained in this solicitation is binding and may not be modified by any Bureau/INL representative. Explanatory information provided by the Bureau/INL that contradicts this language will not be binding. Issuance of the solicitation does not constitute an award commitment on the part of the Government, nor does it commit the Government to pay for costs incurred in the preparation and submission of proposals. The Bureau/INL reserves the right to reduce, revise, or increase proposal budgets in accordance with the needs of the program evaluation requirements.

Once the Request for Proposals deadline has passed, U.S. Government officials - including those in the Bureau, the Department and at embassies/missions overseas - must not discuss this competition with applicants until the entire proposal review process is completed. Applicants will be notified by the INL- Grants Officer only with regard to the status of an application. Funding commitments can only be made by an INL/ Grants Officer. All other commitments from any representative other than an INL Grants Officer will be deemed unauthorized.

**NOTE:** If you have any questions please address to Alexandra Paez L [paeza@state.gov](mailto:paeza@state.gov)